



London Design & Engineering UTC

September 2020 Full re-opening plan

13th July 2020 v.1

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Introduction

Context

The government announced in late June 2020 that all children of school age will return to on-site education starting on the 1st of September 2020 for the new academic year. The DfE guidance to support schools full opening was issued on Thursday 2nd July following the minister for education, Gareth Williams, leading the daily governments Covid briefing. You can find this guidance by clicking [here](#).

We feel that we are in a better place to prepare for September because LDE UTC partially re-opened to year groups 10 and 12 in June, than other establishments who decided not to re-open at this time.

We re-opened on June 15th with a robust plan and have developed the procedures further in line with government guidance and the results of surveying our learners and staff. Where suggestions for improvements have been made, we have acted on them swiftly. In summary, the re-opening of the college went very well, with most of the staff and learners very pleased with the onsite provision and the stringent health and safety measures that our staff have worked tirelessly on to put in place. We are pleased to report that our learners and staff are confident and comfortable in the clean and safe environment to which we have returned. You can find the survey results in full by [clicking here](#).

Ready for September

In this document we outline our current thinking with regards to our full re-opening in September 2020. We welcome your comments as part of our full re-opening consultation. It is important that our, learners, parents, carers, staff and directors have input into this plan. Whilst leadership can introduce plans, we need all stakeholders to be involved in the development to ensure we have created a safe place to learn.

Once you have read this plan and the associated risk assessment, you may submit feedback by completing a short survey ([click here](#) to access the survey), all responses must be submitted by 1st August 2020.

The final plan will be released in early August highlighting any changes that have been raised by our stakeholders or any updated guidance from the Government.

Our current thinking

This re-opening plan should be read in conjunction with LDE UTC's risk assessments and government guidance which can be found

In order to create this consultation plan, we have used the guidance provided by the DfE, attended meetings / sought guidance from Newham local authority, the BDT, Unions and used our experience of having re-opened in June.

With regards to the full reopening of schools / college. With this in mind, and with the three Ms (minimising contact, maximising teaching, minimising movement) constantly at the forefront, LDE UTC has put together the following re-opening plan.

Navigating this plan

In order to allow the reader to orient their way through the plan we have split it into three main areas.

1. How will we operate, focusing on the Teaching and Learning
2. How we make use of our facilities, including travel to and from college and internally around the college.
3. How we are going to manage infection control

In order for you to identify vital changes to the day to day running of the college we have inserted **MAJOR CHANGE**

How we will operate

Teaching and Learning

It is our intention that we will provide access to our usual curriculum for all learners from September 2020.

MAJOR CHANGE All classrooms have been upgraded with video conferencing equipment to allow learners access to every lesson, whether they are in the lesson, watching the lesson live or replaying the lessons taught content at a later date. The equipment installed includes 360 microphones and cameras that enable offsite learners to immerse themselves in the class environment. This new system also includes one multi-purpose cable that will both charge staff laptops and connect to the Promethean board, minimising touch points for staff.

To continue to support our learners who may be isolating due to displaying symptoms of COVID-19, learners will be required to join remotely using Microsoft Teams and/or recorded lessons. Therefore, for 2020-21, all lessons will be delivered through Microsoft Teams and the recorded element of these lessons can be viewed at a later date. Teams will be set up for each subject with channels for each class in the year group. The curriculum lead and HoY will have oversight of all appropriate classes.



MAJOR CHANGE Staff will record all ‘direct instruction’ elements of the learning within the lesson in accordance with the LDE UTC Learning Cycle. This has many benefits for our learners and our staff. Each curriculum area, over time, will have automatically developed a resource bank of videos that are high quality content delivery of new materials. Learners can access these recorded delivery sections from home to aid their revision and recap of the lesson. Learners that are unwell can catch up prior to re-joining college at a time to suit them. Staff can review their own teaching practice to aid their development.

Key points to consider for teachers:

Teams will be used as platform to deliver live lessons and an opportunity to provide live feedback for those learners joining remotely. For individual grading of work submitted, teachers will continue to use Satchel:One stating whether work has been submitted / late submission etc. and the Independent Learning (IL) 1-4 grade for the week.

Staff must schedule their live lessons in advance within teams, setting them to repeat until the end the year and adding the relevant class as ‘required attendee’ Please refer to the timetable to see when the live lessons will be taking place.

Learners joining remotely must be congratulated for taking part, teachers will award points on SIMS for positive engagement. Due to all lessons being recorded, any poor behaviour will be reported via SIMS and will be dealt with by the Pastoral and Leadership teams.

If the teacher is self-isolating, then they do not need to use video to show their face during the lesson and can only use their audio if this is what they feel fits best with their lesson. When delivering lessons remotely, teachers and learners need to ensure they are in a quiet space. If a teacher is using video for their live lesson, the teacher must use a background which is clear and free from distractions, this can be virtual if needed.

During the live session the teacher must ensure that they are the ‘presenter’ and learners are the ‘participants’.

Where learners are using shared equipment (practical’s etc.) all learners must be provided with disposable gloves and aprons and following its use, the equipment will be carefully cleaned or quarantined. Where safety glasses are required, learners may be issues with their own or be provided with glasses for the lesson. Any shared equipment will be cleaned/ or quarantined after use and disposable items placed in the bins prior to learner leaving the room. Teachers must ensure that learners follow these procedures to ensure the health and safety of all.

Marking and Feedback

Teachers will be expected to follow the marking, assessment and feedback policy in place at LDE UTC.

MAJOR CHANGE Marking work must take place during non-contact hours on-site. Where learners work cannot be submitted for marking digitally, teachers will either:

- collect exercise books/learners work, quarantine the work for 48 hours – mark the work - Quarantine the work for another 48 hours -return to learners
- Where disposable gloves when marking

On-site learning and working - Opening days and times

MAJOR CHANGE The College now has designated entrances and exit points for each year group.

MAJOR CHANGE Each year group has staggered start and end times to the college day.

Please see timetable section of this document for each year groups start and end times and their designated entrances and exit points. Learners should arrive and leave promptly at their designated time in order to avoid mixing between year groups. Breakfast club will be held separately in the Hall with designated areas for each year group.

The College will be open for staff to arrive from 7:30am and leave by 6pm at the latest on Mondays to Thursdays and 4pm on Fridays.

Cleaning staff and maintenance contractors can be on-site at other times, along with certain other staff by prior agreement to undertake their duties provided it is pre-agreed with the Facilities Manager and in accordance with their risk assessment/the “Managing Premises during COVID-19” risk assessment.

Visits to the site by anyone other than staff and learners as shown above should be avoided wherever possible, and instead telephone/video meetings should be used. If an on-site visit is unavoidable it must be pre-arranged with a staff member at LDE UTC and reported to reception@ldeutc.co.uk at least 24 hours in advance.

By staggering the start and end times for each year group and having different entry points we are minimising contact across year groups. We are also staggering/separating break and lunch times within the college day. Please see the schedule below that demonstrates this.

College Timetable for 2020-2021

Monday - Thursday			Reg	P1	P2	P3			P4	P5		P6		P7									
	08:00	Breakfast club	08:30-08:40	08:40-08:50	08:50-09:00	09:00-09:50	09:50-10:40	10:40-11:00	11:00-11:05	11:05-11:20	11:20-11:30	11:30-11:50	11:50-12:40	12:40-13:00	13:00-13:30	13:30-13:50	13:50-14:10	14:10-14:40	14:40-14:50	14:50-15:00	15:00-15:50	15:50-16:00	
Year 9	arrive 8am entrance E	arrive 8:45 via entrance D	Reg	P1	P2	P3			Br2	P4	P5	LuR	P6	Reg								Leave 15:00 via entrance D	
Year 10		arrive 8:35 via entrance C	Reg	P1	P2	P3			BrG	P4	P5	LuH	P6	Reg									Leave 14:50 via entrance C
Year 11		arrive 8:25 via entrance A	Reg	P1	P2	BrG	P3			P4	LuR	P5	P6										Leave 14:40 via entrance A
Year 12		arrive 8:55 via entrance A		P1	P2	P3	BrG	P3	P4	P5	LuR	P6										P7	Leave 16:00 via entrance A
Year 13		arrive 8:50 via entrance B		P1	P2	P3	Br2	P3	P4	P5	LuH	P6			P7								

Friday			Reg	P1	P2	P3			P4	P5							
	08:00	Breakfast club	08:30-08:40	08:40-08:50	08:50-09:00	09:00-09:50	09:50-10:40	10:40-11:00	11:00-11:05	11:05-11:20	11:20-11:30	11:30-11:50	11:50-12:40	12:40-12:50	12:50-13:00	13:00-13:30	13:30-13:40
Year 9	arrive 8am entrance E	arrive 8:45 via entrance D	Reg	P1	P2	P3			Br2	P4	Reg						Leave 13:00 via entrance D
Year 10		arrive 8:35 via entrance C	Reg	P1	P2	P3			BrG	P4	Reg						Leave 12:50 via entrance C
Year 11		arrive 8:25 via entrance A	Reg	P1	P2	BrG	P3			P4							Leave 12:40 via entrance A
Year 12		arrive 8:55 via entrance A		P1	P2	P3	BrG	P3	P4	P5							Leave 13:40 via entrance A
Year 13		arrive 8:50 via entrance B		P1	P2	P3	Br2	P3	P4	P5							Leave 13:30 via entrance B

Year 9 Learning Timetable

Year 9					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:50 - 09:00	Registration - arrive 08:45 via entrance D				
09:00-09:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40-11:30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:30 - 11:50	Break - second floor				
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:30	Lesson 5	Lesson 5	Lesson 5	Lesson 5	End of day for learners. Staff training
13:30-13:50	Lunch - Restaurant				
13:50-14:40	Lesson 6	Fitness 13:50 - 15:00	Lesson 6	Lesson 6	
14:40-15:00	Sector briefing and pastoral time. Leave 15:00 via entrance D		Sector briefing and pastoral time. Leave 15:00 via entrance D		
15:10-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)	

Year 10 Learning Timetable

Year 10					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:40 - 09:00	Registration and Pastoral time - arrive 08:35 via entrance C				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40-11:30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:30 - 11:50	Break - ground floor				
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:30	Lesson 5	Lesson 5	Lesson 5	Lesson 5	End of day for learners. Staff training
13:30-13:50	Lunch - Hall				
13:50-14:40	Lesson 6	Fitness 13:50 - 15:00	Lesson 6	Lesson 6	
14:40-14:50	Sector briefing Leave 15:00 via entrance C		Sector briefing Leave 15:00 via entrance C		
15:10-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)	

Year 11 Learning Timetable

Year 11					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:30 - 09:00	Registration, Sector briefing and pastoral time - 08:25 via entrance A				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40-11:00	Break - ground floor				
11:00-11:50	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:00	Lunch - Hall				
13:00-13:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5	End of day for learners. Staff training
13:50-14:40	Lesson 6	Lesson 6	Lesson 6	Lesson 6	
14:40-14:50	Leave 14:40 via entrance A	Fitness 14:40 - 16:00	Leave 14:40 via entrance A		
15:10-17:00	Societies (Optional)	Staff training	Societies (Optional)	Societies (Optional)	

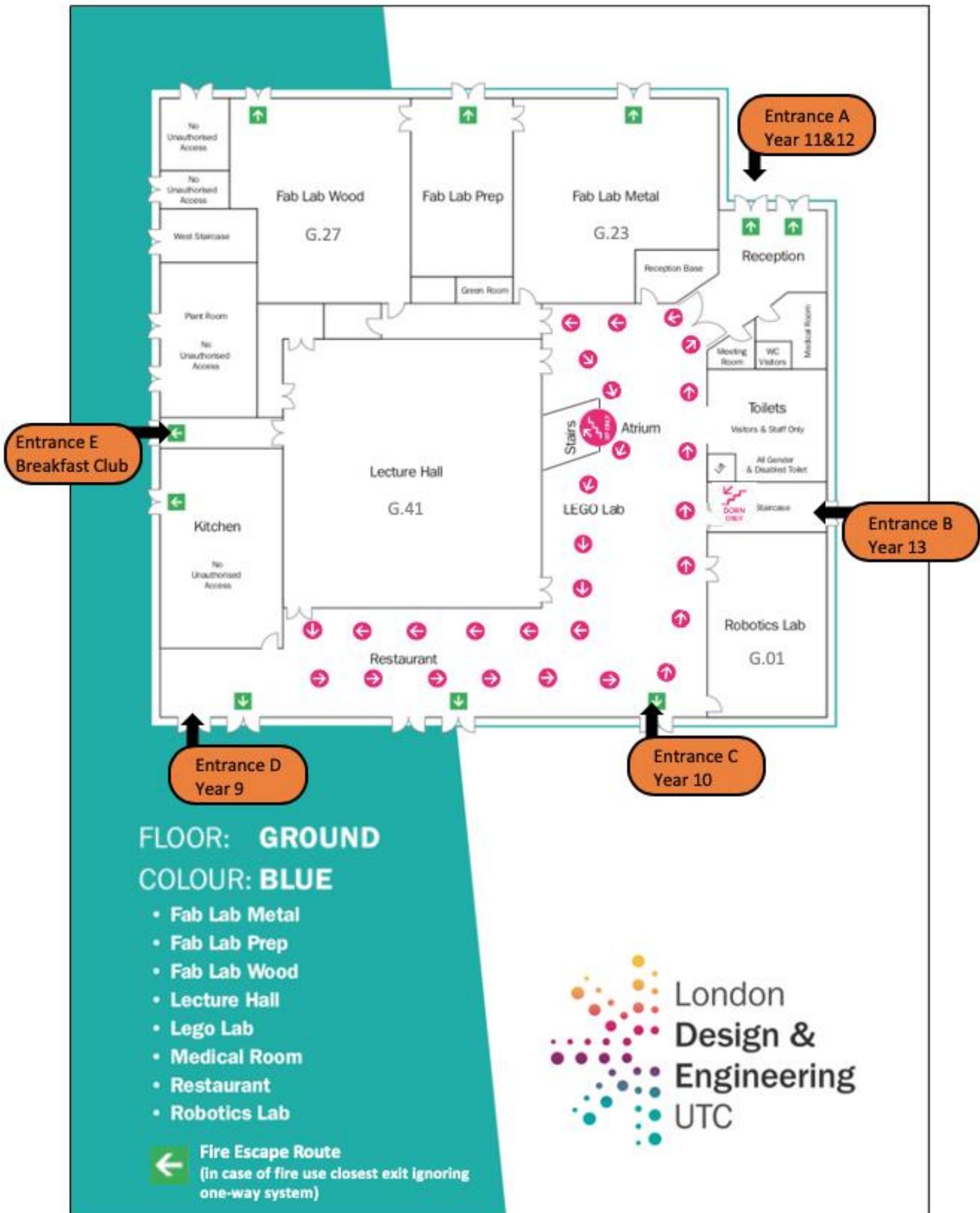
Year 12 Learning Timetable

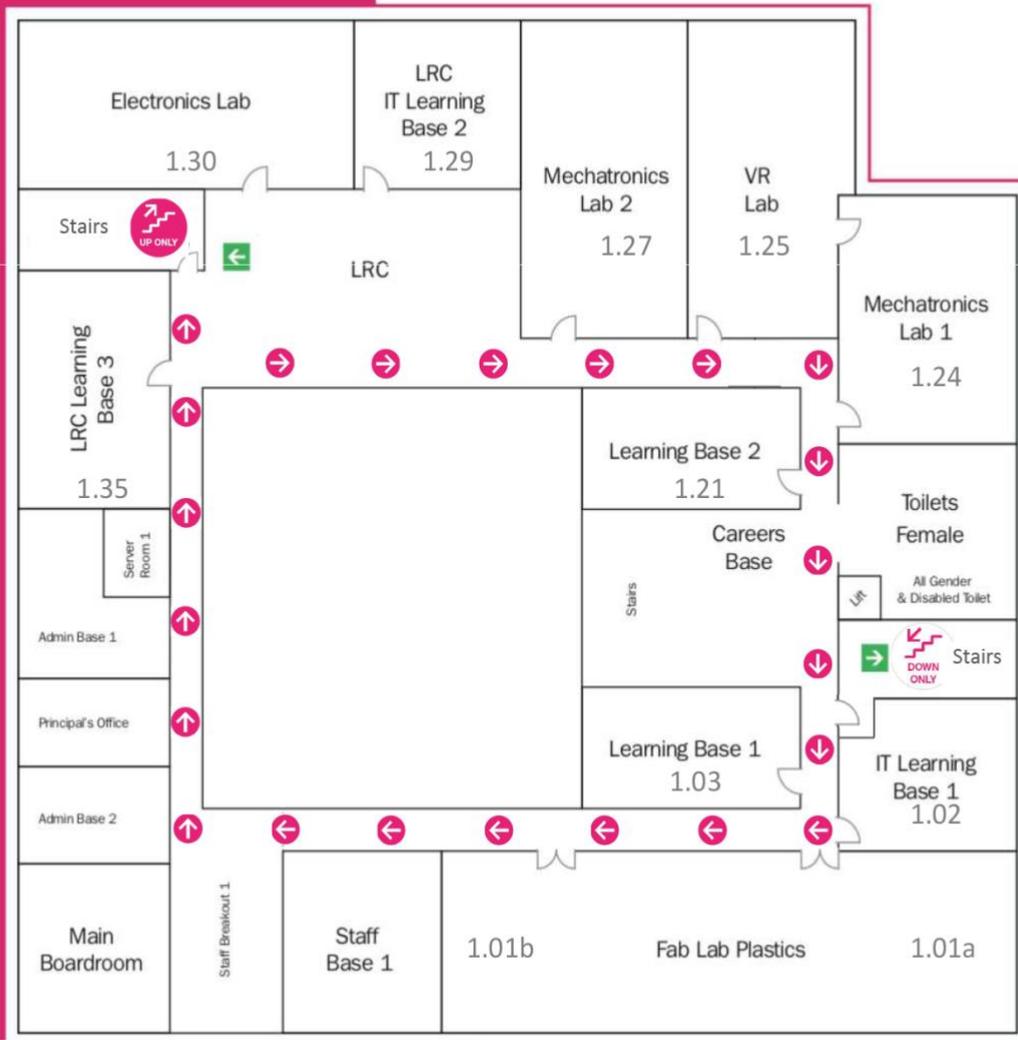
Year 12					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:55-09:00	Arrive 08:55 via entrance A				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40 - 11:05	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:05-11:20	Break - ground floor				
11:20-11:50	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5 12:40-13:40
13:50-14:10	Lunch - Restaurant				
14:10-15:00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	End of day for learners. Leave 13:40 via entrance A Staff training
15:00-16:00	Lesson 7	End of day for learners - Leave 15:00 via entrance A staff training	Lesson 7	Lesson 7	
16:00-17:00	Leave 16:00 via entrance A		Leave 16:00 via entrance A		
16:00-17:00	Societies (Optional)		Societies (Optional)	Societies (Optional)	

Year 13 Learning Timetable

Year 13					
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:50	Breakfast club - arrive 8am using entrance E				
08:55-09:00	Arrive 08:55 via entrance B				
09:00-9:50	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:50 - 10:40	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:40 - 11:05	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:05-11:20	Break - second floor				
11:20-11:50	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:50-12:40	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:40-13:50	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5 12:40-13:30
13:50-14:10	Lunch - Hall				
14:10-15:00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	End of day for learners. Leave 13:40 via entrance B Staff training
15:00-15:50	Lesson 7	End of day for learners - Leave 15:00 via entrance B staff training	Lesson 7	Lesson 7	
15:50-17:00	Leave 15:50 via entrance B		Leave 15:50 via entrance B		
16:00-17:00	Societies (Optional)		Societies (Optional)	Societies (Optional)	

Map of College with designated year group entrances and one-way system



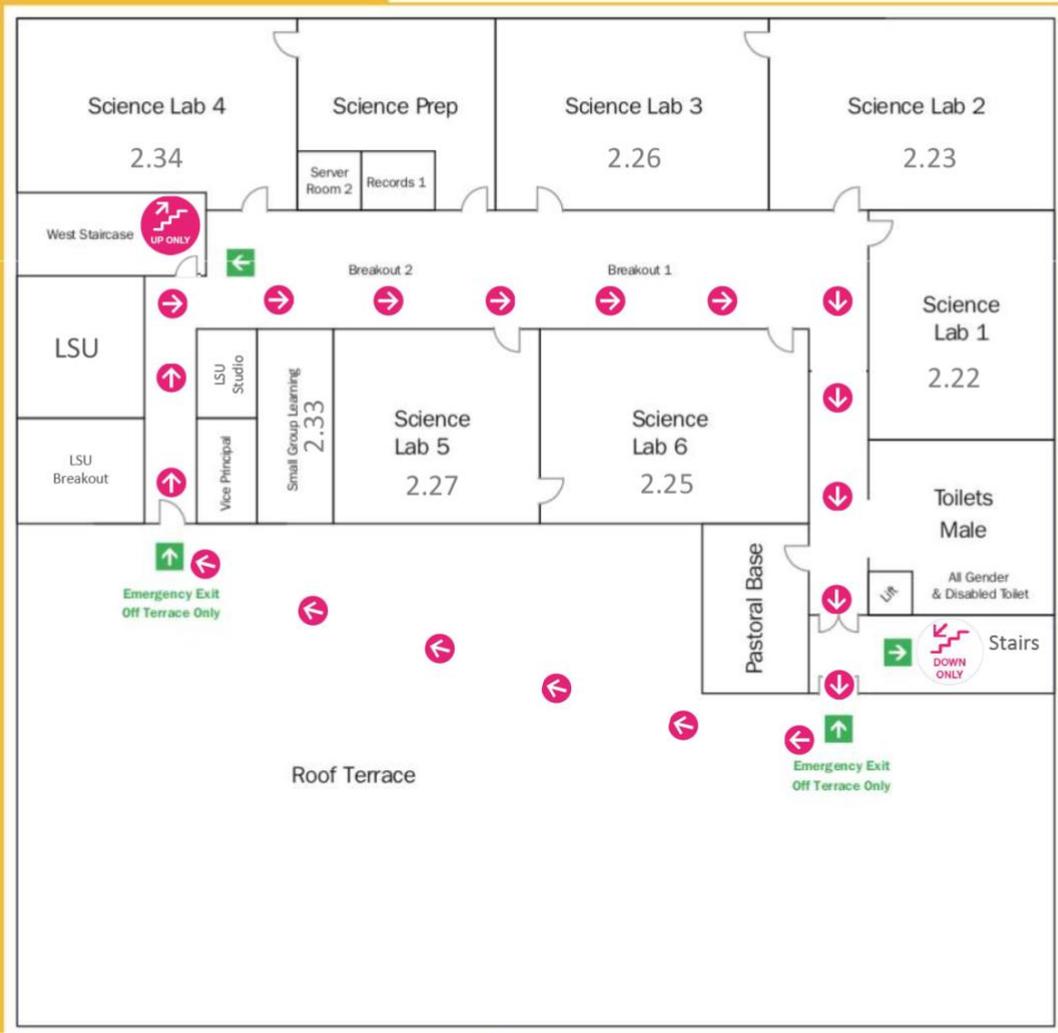


FLOOR: FIRST
COLOUR: PINK

- **Careers Base**
- **Electronics Lab**
- **Fab Lab Plastics**
- **IT Learning Bases 1 & 2**
- **Learning Bases 1, 2 & 3**
- **LRC Area**
- **Mechatronics Labs 1 & 2**
- **VR Lab**

 **Fire Escape Route**
 (in case of fire use closest exit ignoring one-way system)



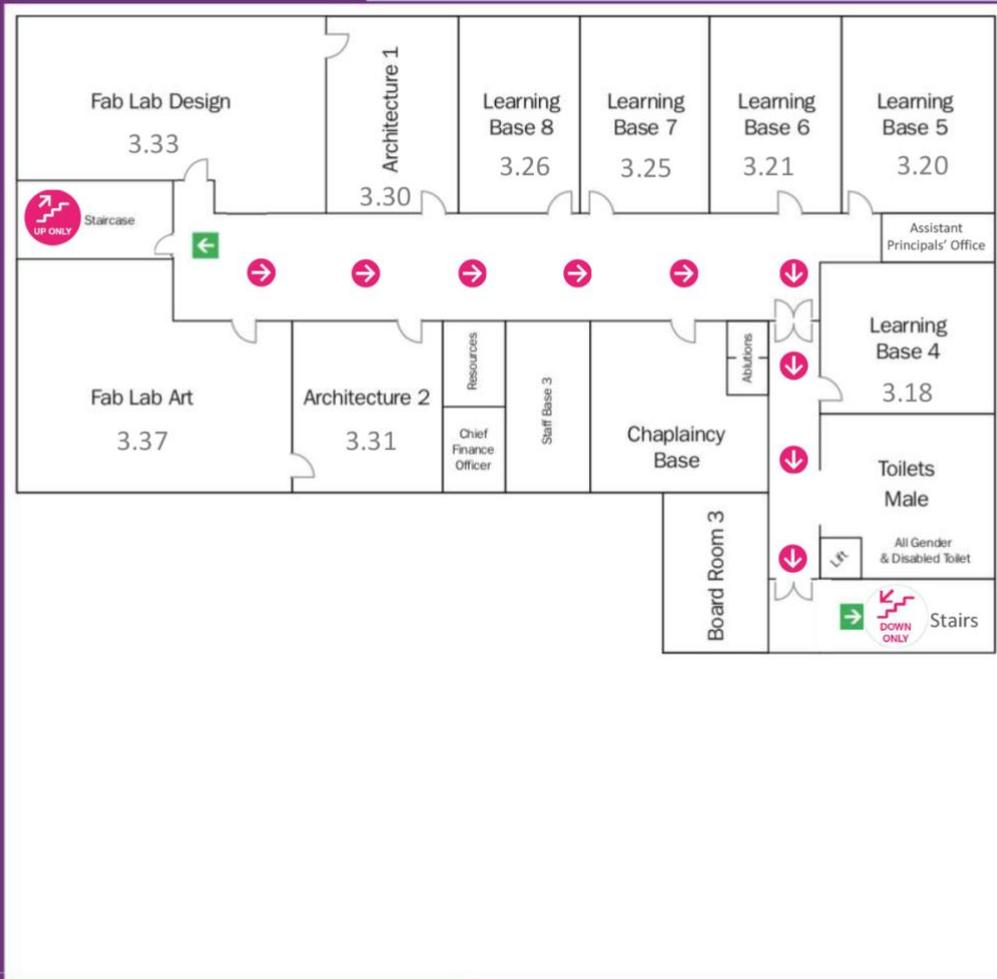


FLOOR: **SECOND**
 COLOUR: **YELLOW**

- Breakout Area 1 & 2
- Pastoral Base
- Roof Terrace
- Science Lab 1, 2, 3, 4, 5 & 6
- Science Prep

 Fire Escape Route
 (in case of fire use closest exit ignoring one-way system)





FLOOR: THIRD
COLOUR: PURPLE

- Architecture 1 & 2
- Chaplaincy Base
- Fab Lab Design
- Fab Lab Art
- Learning Base 4, 5, 6, 7 & 8

 **Fire Escape Route**
 (in case of fire use closest exit ignoring one-way system)



Mental Health & Wellbeing support

Mental health and wellbeing are always very important and will continue to be so as we return to some kind of normality. The Chaplaincy will continue to support learners but will see learners from different year groups on different days thereby keeping to year group social bubbles. Friday prayers will be held in the Hall while maintaining social distancing. We are currently seeking further guidance with regards to ablutions. Individual learners will continue to be seen by the Chaplaincy team on an appointment basis.

The college continues to regularly update its staff and learners with useful resources, some of which are detailed below.

- Parents/carers
 - Government advice to parents and carers on supporting young people’s mental health during COVID-19 [Click here](#).
 - <https://youngminds.org.uk/find-help/for-parents/>
 - <https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>
 - <https://www.annafreud.org>
 - <https://www.headstartnewham.co.uk>
 - <https://families.newham.gov.uk/kb5/newham/directory/family.page?familychannel=1-1>
 - <http://www.bereavement.co.uk>
 -
- Learners
 - <https://youngminds.org.uk>
 - <https://www.annafreud.org>
 - <https://www.headstartnewham.co.uk>
 - <https://www.kooth.com>
 - <https://www.nhs.uk/conditions/stress-anxiety-depression/bereavement-and-young-people/>
 - Chaplaincy@ldeutc.co.uk
 - All learners are receiving a weekly wellbeing call from their head of year, regardless of whether they are on-site or learning from home. This is a dedicated opportunity to discuss wellbeing and raise any concerns.
- Staff
 - All staff have access to our “Employee Assistance Programme”, this provides a 24/7 telephone line manned by BACP accredited counsellors who are there to help staff with any matters they are worried about (work based or in their personal lives). This service also offers some face-to-face counselling where needed and other excellent benefits. More information on how to access this scheme is included in the Staff Area of the LDE UTC website.
 - All staff will continue to have wellbeing calls/meetings with their line managers, regardless of whether they are on-site or working from home. This is a dedicated opportunity to discuss wellbeing and raise any concerns.
 - The Chaplaincy continues to offer support to all the staff and learners at LDE UTC (chaplaincy@ldeutc.co.uk)
 - Staff are also encouraged to spend time understanding how they can support learners’ wellbeing at <https://www.gov.uk/guidance/teaching-about-mental-wellbeing>
 - <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

Expectations of the learner

Attendance

It is mandatory once again for learners to attend LDE UTC full time from September 2020. It is the parents' duty to ensure good attendance and the college will once again be recording attendance and follow up absence. Where learners are unable to attend because they are complying with clinical / public health advice, learners will need to engage with remote education as detailed in this document. Remote learning will be monitored by teaching staff and the relevant head of year.

Expectations on site

When attending the college, learners are expected to follow the rules and expectations outlined in this document. This will help to maintain the health and wellbeing of everyone in our college and wider community. If parents/carers feel that their child is unable to conform to the revised rules and expectations, they should contact the Head of Year in the first instance so that alternative arrangements can be considered with the relevant member of the Leadership Team.

Learners should arrive and leave college within their allocated time slots and at their designated entrance points. (see map).

Learners should not congregate outside the college at the end of the day or if in the Sixth Form during their study periods.

- Learners must use a sanitiser to disinfect hands on entering and leaving the college, and on entering classrooms . They should also wash their hands with soap regularly during the day.
- Learners must maintain a safe distance from others,
- Avoid physical contact at all times. No hugs, shaking hands etc.
- Learners should not share belongings and will need to ensure that they have the correct equipment for each lesson (pens, pencils, rulers etc.)
- Learners must not use any of the social spaces within the college that have not been allocated to their year group
- Learners should only enter the toilets if there is free cubicle (see “Toilets” section of this document)
- In IT rooms keyboards and mice should be wiped by the learner (using the wipes provided in each room) before the start of each lesson and the disposable gloves provided must be worn. These should then be discarded at the end of the computer lesson and placed in the bin before leaving the classroom.
- Similarly, learners should wipe down desks before they are seated. This allows our learners to take some responsibility for their own safety.
- Learners should dispose of face masks as per government guidance and avoid touching their faces on removal.
- Learners must wear their lanyards at all times.
- To avoid large congregations, year group assemblies will take place via Teams streamed live into classrooms.
- Year group assemblies will take place via Teams streamed live into classrooms. Employer Engagement will take place in Lecture Theatre, but only with a single year group bubble.

Where a Sixth Form learner has no timetabled sessions, this is considered a study period. Learners should not leave the college site where possible and the college will provide a learning space where Year 12 are separated from Year 13.

Reasonable adjustments made for learners with more challenging behaviour

Challenging, complex and unsafe behaviours (“behaviours of concern”) involve a very small proportion of our learners. As some of the strategies we use for de-escalation and to support positive behaviour cannot currently be used in the circumstances (COVID -19), a risk assessment plan will be completed for learners where the risk of complex, unsafe behaviour is likely.

This may include learners:

- who have an individual behaviour plan, known to have persistent poor behaviour, or SEN needs e.g. autism etc.
- where the college deems it to be necessary due to behaviour of the learner before the COVID- 19 pandemic

Unsafe behaviours at this time include:

- Spitting, licking and biting
- Physical aggression involving skin to skin contact- pushing, shoving
- Running/walking away from adults to areas that are out of bounds for the learner as per the College Risk Assessment plan.
- Serious emotional distress caused by the need to maintain social distancing

The risk assessment will be discussed and agreed with parents/carers of particular learners. Where it is deemed that a child is too high a risk to come into college and keep themselves and others safe, the college will work with the parents and learner to support a gradual transition into college at an appropriate time when routines have been established at College.

Reasonable Adjustments

Reasonable adjustments have been made in addition to our Behaviour Policy which took effect from June 15th, 2020 until such a time when these behaviours do not pose a substantial health risk.

If learners display any of the following behaviours, parents/carers will be contacted by either the teacher or the HoY as laid out below, and the provision and approach discussed. Where we are unable to reduce the impact and risk of the behaviour the indicated sanction below will be used.

Behaviour/Challenges	Action(s)	Sanction(s)
<ul style="list-style-type: none"> ○ Spitting, licking and/or biting others. ○ Physical aggression involving skin to skin contact. 	<ul style="list-style-type: none"> ○ Inform the HoY by email or by sending a responsible learner to convey the message. ○ Remove other learner and adults to a safe distance. ○ Parents informed and provision and approach discussed. ○ Contact the parents of both learners: the perpetrator and the victim. 	<ul style="list-style-type: none"> ○ The learner will be sent home immediately and a ½ day fixed term exclusion will be added to their record ○ A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in college.
<ul style="list-style-type: none"> ○ Deliberately coughing in the direction of other pupils and/or adults. 	<ul style="list-style-type: none"> ○ Inform the HoY by email or by sending a responsible learner to convey the message. ○ Remove other children and adults to a safe distance. ○ Parents informed and provision and approach discussed ○ Contact the parents of the child and the child who has been coughed at. 	<ul style="list-style-type: none"> ○ The learner will be sent home immediately and a ½ day fixed term exclusion will be added to their record ○ A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in school.
<ul style="list-style-type: none"> ○ Running away from members of staff to access out of bounds areas, including those areas of school that will be temporarily prohibited in light of the current circumstances. 	<ul style="list-style-type: none"> ○ Inform the HoY by email or by sending a responsible learner to convey the message. ○ Teachers/HoY to explain the reasoning and de-escalate using appropriate strategies. ○ Parents informed and provision and approach discussed. 	<ul style="list-style-type: none"> ○ Should this become persistent, the learner will be sent home for the rest of the day and a warning letter issued. ○ A behaviour risk assessment will be undertaken which may indicate that it would not be safe for the learner to be in college.

How we make use of our facilities, including travel to and from college and internally around the college.

Traveling to the college

The government advice remains to avoid public transport wherever possible. LDE UTC encourages all learners, staff and visitors to use active methods of travelling to College, including walking and cycling wherever possible. These methods are COVID safe, good for the environment and good for your health. However, we recognise that this may not be possible for everyone, so we are also making driving/dropping off by car easier, see the below section for guidance on this.

We have been advised that public transport capacity may well continue to be constrained in the autumn term. We recognise that the vast majority of staff and learners use public transport and recommend that everyone is familiar with the governments safer travel guidance for passengers which can be found by clicking [here](#).

Access to the college by car/motor vehicle

Parents/carers will be permitted to drop their children off via car, but the parent/carer should not exit the car themselves while on-site.

All staff and visitors will be permitted to park on-site free of charge for the time being. A designated staff parking area is signposted, and if this is full staff will be permitted to park in a marked parking space on the UEL campus. All staff have been consulted about their need for parking in July 2020 so that we can ensure sufficient space is available to support this.

Vehicle access via UEL security can be gained by showing your staff/child's learner LDE UTC ID badge on arrival.

Access to the college via bicycle

Visitors may use the LDE UTC bike shed to secure their bikes when arriving via bicycle. Only three persons should be in the bike shed at a time and should maintain social distancing at all times. Users should queue outside following the 2m floor signage if necessary. Hand sanitiser will be available in the bike shed and users should sanitise their hands on entering and exiting the bike shed.

The college has upgraded the security of the bike shed, installing CCTV and are looking to install access control via learner and staff current ID cards.

Staff are encouraged to cycle to work, and the College has a Cycle2Work scheme to support this. Details of which are available on the staff area of the website.

Access to the college via Public transport

If you have no alternative but to use Public Transport, you must follow all relevant government and Transport for London advice tfl.gov.uk/campaign/coronavirus-covid-, including the, now mandatory, wearing of a face covering.

Staff, learners and visitors, can make their own face covering from using items around your home by following this advice from PHS ([click here](#)) or this guide from the BBC ([click here](#)) Parents/Carers of learners are responsible for ensuring their child has a suitable face covering for this purpose and follows the appropriate guidance.

We have been able to shorten the day slightly to allow learners in KS3 and KS4 to leave before evening peak times.

Arrival into and departing from the College

In order to facilitate an orderly entrance and departure from the college site, and in line with government guidance, we are proposing a staggered beginning and end of the day for learners. Individual year groups should arrive at the times indicated below and enter through the assigned entry /departure points. This is to avoid groups of learners from different year groups mixing.

Social distancing floor markings are in place (at 2m intervals) in a queue formation, should queuing be required when entering the building. Social distancing within the college is still recommended and a one-way system continues to be in place to facilitate this (see floor plan maps).

Parents/Carers should not enter the college building. If parents/carers would like to discuss any matters with college staff, they should contact their child's Head of Year via email or telephone or by dialling the main college number to arrange a telephone meeting or video call.

Any visitors or contractors should wait outside the college building (maintaining social distancing) and telephone the contact who they are due to meet to inform them they have arrived. The contact should come to meet the visitor at reception but should maintain social distancing at all times.

All persons (learners, staff or visitors/contractors) will enter the building one at a time and register using their College ID cards on the card readers provided at their designated entrance. Visitors will continue to be registered by reception staff.

Learners and staff must ensure that the ID card reader display correctly shows them as "In" on entering the building, and "Out" on leaving the building. The Heads of Year (or other supervising staff) will monitor each entrance to ensure entrance and exit occurs in a safe and sensible manner, that all persons are registered correctly, and that social distancing is maintained. Following government advice temperature measurements will not be routinely taken, however LDE UTC may at its discretion insist on a taking a person's temperature using a non-contact thermal imaging camera or similar device. If we suspect somebody has a high temperature the college may refuse entry if the person is unwilling to undertake this test.

We recognise that sometimes learners will need to be seen by external visitors for essential safeguarding and wellbeing purpose. This includes, but is not limited to, Social Workers and Specialist teachers. In these cases, the visitor will be in contact with either the DSL or SENCO and appropriate arrangements will be made.

Upon entering the college from any entrance, if you wish to wear or remove PPE, particularly face masks, then you should follow the PHE/NHS guidance. [Click here](#) for guidance from PHE on how to wear and make face coverings, particular attention must be taken to putting on and removing face covering, including avoiding touching the front of the face covering, or any part that has been in contact with your mouth or nose and washing/sanitising your hands before and after putting on or taking off the face covering. Bins will be provided for disposing of single use face coverings, and reusable face coverings should be placed in a plastic bag (to be brought by the learners/staff/visitors themselves) and kept on their person.

Once registered and cleared to enter the building all persons should use the hand sanitiser provided before following the floor markings/one-way system into the Atrium or up the stairs.

Learners and teaching staff should proceed directly to their timetabled classroom. All other persons should proceed directly to their designated working space.

On leaving and throughout the day, learners, staff and visitors will be asked to use hand sanitisers which are provided throughout the building at free standing "sanitiser stations" or to wash hands at the sink areas near the toilets on each floor. Learners and all other persons must proceed directly home when leaving College and must not congregate on college grounds, recreation areas or nearby roads.

Movement around the College

All non-essential movement around the college should be avoided. Wherever possible, and unless a member of staff considers it unsafe to do so, doors must be left open at all times while the College is open, this includes classroom and office doors. The college has installed door stops (including automatic door release stops for fire doors) for this purpose. This will significantly reduce the number of touch points where the virus can be transmitted person to person.

A clear one-way system with directional arrows and other signage has been put in place around the whole College wherever possible. One set of stairs has been designated for upwards traffic and one for downwards. Except in

the case of an emergency/fire evacuation these one-way systems must be observed at all times by all users (including all learners and staff).

Directional arrows have been placed at 2m distances to assist with social distancing, which must be maintained wherever possible while moving around the College. Wherever possible persons should directly enter the room they are travelling to, rather than waiting in the corridor. Once in their classroom learners should not leave the room without express permission from their teacher/supervising staff member. Currently learners will not be able to use their lockers. This is to avoid a congregation of learners from different year groups within the corridors.

For clarity. Who is allowed on site

NO PERSON MAY ENTER SITE IF THEY, OR SOMEONE IN THEIR HOUSEHOLD, HAVE SYMPTOMS OF COVID-19

Learners - We expect all learners to return from September and would like to remind everyone about attendance

Staff - Following the reduction of the prevalence of COVID 19 and relaxation of shielding measures from 1 August, we expect most staff will attend.

Where a role within the college can be carried out at home, this should be discussed with the relevant line manager to see whether it is feasible and/or appropriate. Where staff are concerned about returning to on-site working they should consult with their line manager or HR as soon as possible, and certainly before 31st July 2020.

Staff on site should be aware of the following:-

- Social spaces may be used to collect refreshments, but not available to socialise in
- social distancing must be observed at all times.
- Office spaces may be used if social distancing can be observed (perspex screens will be installed where desks are facing each other to aid this).
- Shared staff desks should be kept clear and be cleaned by staff on arrival. We would encourage staff to use their classrooms to work where possible.
- No queuing outside classrooms, therefore staff must be in class before end of break / lunch
- Staff should ensure that they lead by example when it comes to using hand sanitiser at the beginning of each lesson and throughout as necessary.
- Staff should use their own dedicated laptop at all times, and sharing of computers should in the reception area should keep to their own computer / keyboard at all times.
- Staff briefings will be held via teams and staff should join from their chosen work base. For those with a registration period, they should be in their registration room. Staff meetings all suspended until further notice. Alternative methods of communication will be used. This may mean briefings being held standing in the Lecture Theatre

Teaching Assistants / Technicians and Pastoral Support Staff

Teaching Assistants will only work in classrooms, with learners they support, where a certain amount of social distancing can be maintained without disrupting the learning. Should this not be possible, the TA and learner will move to a separate space. Should this occur they will form part of the social bubble identified. Where possible, TAs will form part of the year group bubble.

Pastoral support staff will continue to support learners. The Pastoral Base will be monitored for numbers and no more than two learners will be allowed in at the same time. Similarly, the use of the LSU will be monitored closely to ensure that some social distancing is maintained where learners from different year groups are present at the same time. Staff in these rooms will remain socially distanced from each other and learners wherever possible.

Lunch and break time plan

Staggered lunchtime and break times have been put in place to avoid the congregation of more than one year group. Learners have been assigned a space where they will be able to socialise with their own year group and purchase food. Learners must use their ID cards for purchasing food and it is essential that they have funds in their ParentPay accounts. Each separate eating space will be set-up so that learners will not be seated face to face or side on, or where this is not possible a Perspex screen will be installed to create a protective barrier. Staff must remain 2m socially distanced while eating or performing supervision duties in the dining areas.

We have shortened the time for lunch for Sixth Form learners to avoid the need to leave the college site.

The College kitchen will endeavour to offer a wide selection of options at lunch and break-time, however there may be less selections available for the time being in order assist with social distancing in the kitchen and to speed up service. At a minimum there will always be a separate eat and vegetarian option available.

Learners will need to queue in the designated areas for lunch within their groups. The kitchen staff will be separated from the learners via a Perspex screen at face level.

Learners and staff must wash/sanitise their hands before and after lunch, using the sinks and sanitiser-stations provided.

Any staff, learner or visitor who chooses to bring in a packed lunch can eat it in their designated areas of the college. It should be noted that no refrigeration or heating facilities will be available on-site for packed lunches, and you should keep your lunch with you at all times during the day.

Breakfast Club

It is our intention that Breakfast Club will resume from 7th September 2020. Breakfast is served between 8am – 8.20am and learners will need to enter the building as per the entrance E as indicated on the map. Breakfast will be eaten in the Lecture Theatre with dedicated eating zones for different year groups.

Catering Staff

At all times catering staff will follow the latest government guidance for food businesses on coronavirus (COVID-19). Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear normal catering garments. A separate bin should be used to discard these items.

Catering staff will continue to wash hands with soap regularly, particularly before serving food.

All items will be served in disposable containers with disposable cutlery. Learners and staff should dispose of lunch items in the bins provided.

Staff Rooms and Offices

Each staff room and office will have its maximum capacity printed on a sign on the door. Except for emergencies do not enter if this will result in the capacity being exceeded.

Staff should only use offices or staffrooms if they are able to socially distance themselves from each other. Perspex screens will be installed where desks are facing each other.

Staff rooms must not be used for meetings unless social distancing is possible.

In staff rooms and offices, hot desking should be avoided where possible. Staff should only use the laptop / PC designated to them. If sharing a PC is unavoidable, staff should either use their own dedicated keyboard and mouse (issued by IT) or wipe down the keyboard and mouse before using.

Staff should use a hand sanitiser when entering and leaving the staff room and/or office and before entering and leaving their classroom base.

Lessons in classroom and teaching spaces

Each classroom will have its own free-standing hand sanitising unit, box of tissues and anti-bacterial/alcohol-based wipes, which will be stored in a location available to all users.

Learners and staff must use hand sanitiser on entering the classroom.

Teachers' will have a dedicated 2m exclusion zone marked on the floor where no learners and the teachers should avoid moving around the room as much as possible. All classrooms will be set-up in accordance with government advice with all learners' desks facing forward, so no learners are face to face or side-on. Any spaces where it is not possible to avoid sitting learners face to face or side on will have Perspex screens installed to create a protective barrier. Desks and chairs must not be moved from their location.

It is recognised that in order to deliver our whole curriculum, we will not be able to keep learners in class bubbles. We have where possible, tried to keep movement for learners to a minimum. This, however, does mean that our staff will be moving from room to room instead. For all staff leaving a room, they must take all of their belongings with them (including their college issued laptop) and leave the teacher's desk totally clear. The teacher entering the room must use the anti-bacterial/alcohol-based wipes provided to wipe down the teacher's desk, chair, phone and any other touch point they will use during the lesson.

Teaching/supervising staff should use the whiteboard markers and erasers and the touch screen TV stylus issued to them individually if using whiteboards or touch screen TVs and should avoid touching the whiteboards or touch screen TVs with any part of their body. The TV stylus can be used to press the on/off and other physical buttons on the TVs as well as the touch screen.

Where present windows should be left open during the lesson unless it disrupts the learning, and air conditioning/air handling units should be left on to maintain fresh air flow. Similarly, doors should remain open unless unsafe to do so.

Due to the small size of the College, the compact nature of the building and the varied nature of our curriculum it is not possible to deliver the curriculum to learners without some sharing of rooms in the same day between different year groups. While this will be kept to a minimum it is not possible to remove altogether. Therefore, all learners must wipe down the desk and chairs that they will use when they move between classrooms. LDE UTC will provide easily accessible antibacterial wipes for learners to be able to do this.

As a UTC, we are very aware of the practical nature of many of our subjects. We are proposing to continue with practical lessons, for example in the workshops) with extra safety measures being put in place. Learners will need to wear disposable gloves, these will be issued by LDE UTC. Visors/Goggles will be issued to individuals in workshops/science labs for which they will be responsible, or if sharing visors/goggles these will only be used on a rotation basis with each shared item being put out of use for 48hour (72 for plastic items). Single use aprons will be made available for learners in art subjects where needed. We are currently liaising with the SportsDock with regards to our PE provision and will share this in due course. Stationery and equipment should not be shared. All learners should provide their own equipment for the day. The use of textbooks / handouts should be kept to a minimum unless they are the learner's own copy. Reading books from the LRC can be issued but when returned will be kept in a box for 72 hours before being issued again.

Safeguarding & SEND

With all the designated safeguarding and SEND staff back on-site as usual, safeguarding and SEND contacts are as per before the COVID-19 pandemic.

- The Designated Safeguarding Lead is Gloria Gold, Vice Principal gloria.gold@ldeutc.co.uk
- The Deputy Designated Safeguarding Leads are Jonny Morgan, Head of Year 12 jonny.morgan@ldeutc.co.uk and Anne Lewis (SENCO)
- The SENCO is Anne Lewis anne.lewis@ldeutc.co.uk

Should any member of the college community have concerns relating to the wellbeing of any learner they should email safeguarding@ldeutc.co.uk. The college's safeguarding policy is available on the website and staff receive regular updated guidance.

Trips and Visits

Government guidance states that the college can resume non-overnight domestic educational visits. Any trips visits will be organised in line with protective measures (including keeping learners within their relevant year groups) and the COVID-19 measures in place at the destination. The college will as normal undertake a full and thorough risk assessment prior to any trip / visit taking place to ensure that it can be done safely.

First Aid

All first aid trained staff should ensure that they have accessed and viewed the below links providing training and information in relation to the appropriate use and disposal of personal protective equipment.

- 'donning and doffing' PPE – NHS video / advice <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>
- PPE is disposed of in accordance with NHS COVID-19 waste management guidance
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

For further advice on providing first aid assistance during the coronavirus pandemic please see below links.

- [Resuscitation Council UK Statement](#)
- [St John's Ambulance Covid 19: advice for first aiders](#)
- [Covid-19: guidance for first responders](#)

Infection Control Protocol & Implementing Protective Measures

Our infection control will be based on the Government’s published 5 approaches to minimising transmission in school settings:

1. People with COVID symptoms, or who live with someone with COVID symptoms, do not attend College
2. Frequent hand washing / hand sanitiser
3. Good respiratory hygiene (catch it, bin it, kill it)
4. Frequent cleaning of frequently touched surfaces and equipment
5. Minimising contact between individuals and maintain social distancing where possible.

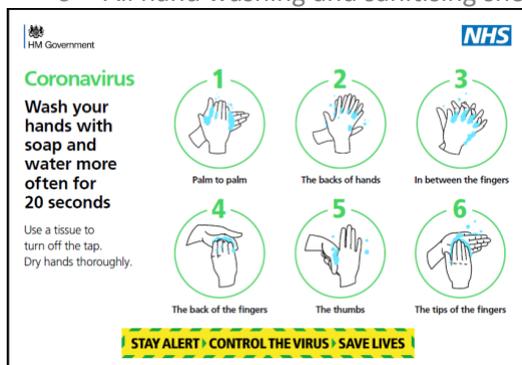
Numbers 1 – 4 must be in place in college at all times.

Hand Washing/Sanitising, Respiratory Hygiene, and Other Measures

Hand washing: Each floor of the building has hand washing stations in the open plan toilet area, these contain soap dispensers and automatic hand dryers. All push taps in toilet areas have been adjusted so that they run for the maximum flow time (over 20 seconds). Further sinks are available in certain other rooms around the College.

Hand sanitiser (all 60%+ alcohol content):

- Circulation areas: Free standing 5ltr hand sanitiser units have been placed at the entrance/exit points of the building, at the entrance and exit points of each floor of the building and placed throughout the floor plans at other key circulation points.. Further units have been placed in the canteen and bike shed. These can be used regularly throughout the day as people move around the building.
- Classrooms/offices: All classrooms and offices will have their own 500ml bottle of hand sanitiser or 5ltr sanitiser station for learners and staff to use when entering and exiting the classroom/office.
- Staff: All staff working on-site will be issued with a small individual bottle of hand sanitiser, and learners are encouraged to bring their own sanitiser to College.
- All hand washing and sanitising should follow the below guidance (posters are placed around College).



When to wash/sanitise hands:

Hands should be washed throughout the day, but particularly at the following times:

- When first arriving at College
- Before eating
- Before handling or serving food
- After using the toilet
- After touching heavily handled objects (this should be avoided in any case)
- When leaving College
- First thing when arriving home

Respiratory hygiene:

All users on-site should follow the “Catch it, Bin it, Kill it” principal and should cough into a tissue and immediately throw the tissue into a bin. Tissues have been provided in all classrooms and offices around College, but if you cannot get to one in time then cough or sneeze into your bent elbow (see poster below which is shown around College).



Water fountains & making drinks:

The water fountains around College should only be used to re-fill bottles, and not direct drinking. Care should be taken to avoid touching the spout of the fountain with your hand or drinking bottle. Water fountains will be regularly disinfected as part of the touch point cleaning regime.

Staff will be able to make hot drinks using the hot water boiler in the first-floor staff room; however, they must bring in their own cups (with lids) and use their own supply of tea/coffee/UHT milk (not to be stored in shared areas). No sharing of supplies is allowed.

Always wash/sanitise hands thoroughly before and after making a drink.

Doors kept open:

As a rule, all doors to rooms being used at College will be kept open at all times to avoid the need to touch door handles. Where the door is a fire door the College has installed automatic release door stops which will release when the fire alarm sounds (for fire safety purposes). The cleaning team will open all doors and leave them propped open at the beginning of each day, and the facilities manager/keyholder on-site each day will check this.

Equipment to be issued to staff:

All staff already have their own individual laptops issued to them, and these should be kept with the staff member at all times when working on or off-site. There are very few shared computers, and the use of these should be avoided.

All staff who will be working on-site will also be issued with the following equipment, initially provided inside a rucksack laptop bag holder, and replacement items can be picked up from the staff room, in order to maintain enough for everyone, please only take replacements if needed:

- An individual bottle of hand sanitiser
- An individual pack of anti-bacterial or alcohol wipes
- A packet of disposable gloves
- 1 X Touch screen stylus pen (to be used to avoid touching interactive whiteboards, printer buttons, light switches and other touch points etc)
- 2 X whiteboard markers (Teaching staff only)
- 1 X whiteboard eraser (Teaching staff only)

When giving any first aid or undertaking any other “close contact” activity the staff member should use the PPE provided in the medical room (see First Aid section for guidance on appropriate use of PPE). See PPE section below.

Personal Protective Equipment (PPE)

Following government advice PPE (such a face masks, gloves and visors) are generally not required to be worn in education settings by staff or learners, however if any person on-site wants to wear their own PPE brought from home they can do so, but should be careful to follow government advice, particularly the PHE guidance ([Click here](#)) on how to wear and make face coverings, particular attention must be taken to putting on and removing face covering, including avoiding touching the front of the face covering, or any part that has been in contact with your mouth or nose.

It is important to note that the wearing of gloves for anything other than short periods of time for specific tasks is not recommended. Gloves are just as capable of transmitting the coronavirus and other germs and bare hands, and often the wearing of gloves can make hand washing/sanitising harder to do effectively. Note the guidance in the “Travel Section” of this document for face coverings while using public transport. Staff to also note the guidance “All Staff” “Staff Equipment” section of this document regarding first aider and close contact PPE.

Cleaning

Each morning 8 cleaners will be on-site between 6-8am to conduct a full clean of the premises in accordance with COVID-19: cleaning of non-healthcare settings guidance ([click here](#)).

During the day additional cleaning staff will be on-site from 9am-4pm to regularly disinfect and wipe down touch points and toilets (see toilet section) and to clean the various dining space between different groups.

Additionally, a specialist team will be arranged to attend site and decontaminate/sanitise/clean any areas used by known cases of Covid-19 including holding /storing of any waste as required.

Cleaning staff should wear recommended PPE at all times

Use of toilets and “Post-it Note System”

Provided learners are behaving sensibly, teaching staff should allow learners to use the toilets as and when they need to, in order to avoid a rush at lunch time.

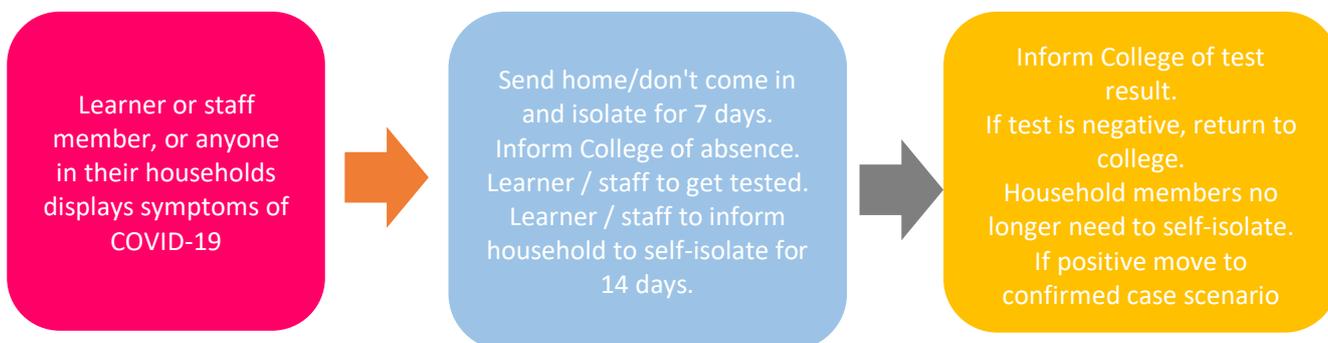
- During partial re-opening towards the end of the summer term 2019/20 the College successful operated a system designed to clean each toilet cubicles touch points between each use. This is described below. Initially we will endeavour to continue this system in September 2020 wherever possible, but given the significant increase in learner numbers on-site it will be reviewed for feasibility during the opening days, but at the very least toilets touch points will be cleaned in the morning, before and after lunch and at the end of the day. Any change away from the “Post-it note system” will be clearly communicated to staff and learners. LDE UTC toilets are laid out in an open-plan manner, with individual cubicles off a central hand-washing area.
- All toilets will be cleaned before the start of each day.
- Each toilet cubicle will have a “Clean me” sign on the door, covered by an extra adhesive post-it note once cleaned.
- Wherever possible learners, staff and other persons should only use toilets where the post-it note is on the door covering the “clean me” sign, this means the toilet has not been used since its last clean.
- Once they have used the toilet the user should remove and dispose of the post-it note to indicate the toilet needs to be cleaned again before its next use.
- Cleaning staff will clean all touch points within the toilet (including door handles, toilet seats, toilet flush buttons, toilet roll holders, sanitary bins etc.) as well as floor/bowl/other non-touch point cleaning as necessary (using appropriately segregated cleaning equipment for touch points vs toilets themselves). Once the cubicle has been attended to, the cleaning staff member will affix a new post-it note over the “clean-me” sign on the door to show the toilet can now be used again.
- Additional cleaning staff will be engaged temporarily to maintain this enhanced toilet cleaning regime.
- Monitoring by cleaning staff ensures a constant supply of soap and paper towels (paper towels on the very few toilets where automatic hand dryers are not available).
- All building users are reminded regularly on how to wash hands

Actions if a learner or staff member (or someone in their household) shows COVID-19 symptoms:



Note that, as per government guidance, a staff member or learner who has symptoms, but has not yet had a test to confirm COVID-19, does not impact their classmates/teachers or anyone else at College unless they too develop symptoms. Only once a positive case is confirmed does this impact others within the College (see next section).

Further guidance:



If a person develops symptoms while on-site they should leave immediately and inform reception on their way out. If for some reason they cannot leave immediately they should report to reception and wait in the meeting room in reception area (which has been designated a holding room for this purpose only) until they can be picked up or are able to leave alone. If the meeting room is used for this purpose reception staff must inform the Facilities Manager and cleaning staff so they can clean the room.

Reporting your absence due to symptoms:

If a learner/staff member or someone in their household develops symptoms of COVID-19 while they are off-site they must not travel to College and they must report their absence as follows:

- **Learners** – Parent/Carer should email absence@ldeutc.co.uk to confirm the absence and the expected return date
- **Staff** – Staff members should complete the “self and household isolation” form found on the “Staff Area” of the LDE UTC website and follow the instructions on the form.

Getting a test:

Anyone in the UK can now get a free COVID-19 test from the government if they have symptoms. It is important to act quickly once the symptoms start, so do not wait, get a test straight away. [Click here](#) for more information on testing. To book a test for you or a household member use the following links:

- Staff or their household members can access a “essential workers” test by [clicking here](#).
- Learners and their households can access a test by [clicking here](#).

Reporting the test result:

Once you or your household member has your test results it is important that you tell the College the results asap. For learners, parents should email absence@ldeutc.co.uk to report the test result, and for staff they should complete the COVID-19 test results survey found in the staff area of the website, or email cover@ldeutc.co.uk if unsure.

Actions if there is a confirmed case of COVID-19 at the College

Any staff member or learner who has to isolate due to a confirmed case within their social bubble should obtain a COVID-19 test if they develop symptoms within the 14 days, follow “Actions if a learner or staff member (or someone in their household) shows COVID-19 symptoms” as above

Further guidance and sharing concerns

Useful sources of information about Coronavirus and LDE UTC:

- LDE website (www.ldeutc.co.uk)
- COVID-19 public page – [Click here](#)
- Staff Area (Staff only) – [Click here](#)
- Link to government guidance - gov.uk/coronavirus
- Link to NHS guidance - nhs.uk/coronavirus

If you have any concerns, in the first instance learners and parents/carers should contact the relevant Head of Year, and staff their line manager, or HR. However, if you feel the matter is both urgent and important you can email admin@ldeutc.co.uk where your concern will be passed directly to the Principal, or phone the college main number and ask to speak to the Principal’s Executive Assistant.